

CITY OF HOUSTON
DEPARTMENT OF PUBLIC WORKS AND ENGINEERING
PRODUCT APPROVAL APPLICATION

Instructions

All information requested below must be submitted in full. Please label each section with the item number conforming to the list below. **No application will be reviewed by the Committee until the submittal is complete and is in the 'ITEM' order that it is requested. Failure to provide full disclosure may be grounds for disapproval of product.**

Item 1 – Product Approval Application is included

ITEM 1. Basic general information. Provide all information requested on attached form. A separate application shall be submitted for each discipline (Storm Water, Street & Bridge, Wastewater, and Water). Eleven (11) copies shall be submitted for each application.

Please answer ITEMS 2 - 10 separately

ITEM 2. Provide a Statement of Compliance that the product meets or exceeds all applicable City of Houston (COH) standards and codes. In a Summary, indicate how and why the submittals confirm that the product meets or exceeds all applicable COH standards, codes, and identify the specific COH specification(s).

ITEM 3. Existing Installations of Product. The following data is requested on representative installations of your product. A sample form is attached or you may use your own tabular format. Failure to disclose representative installations can be grounds for disapproval of product.

ITEM 4. Describe materials of construction (including relevant industry standards - e.g., ASTM, ANSI, AWWA, etc.), special manufacturing processes and quality control measures used in the manufacture and installation of your product. Include copies of relevant referenced specifications or standards. Include Material Safety Data Sheets (MSDS) and National Sanitary Foundation (NSF) testing results in all products in contact with potable water or otherwise providing an exposure to operations or maintenance personnel.

ITEM 5. Indicate if there are any special conditions (such as pipe size) for optimal performance of the product. Specify conditions or requirements for optimal performance. Where appropriate, include the engineering data required for proper application of the product. Indicate relevant safety factors, and pressure, temperature, or environmental limits.

ITEM 6. Engineering Design Guide. Attach a copy of the Engineering Design Guide or Installation Guide for the proposed product. This document should indicate that it was prepared under the supervision of a Registered Professional Engineer in the state of the manufacturer. Should engineering certification not be a part of the standard printed documents, a letter should be provided from the manufacturer that the Engineering Design Guide was prepared under the supervision of a Registered Professional Engineer. The name, seal, registration number and expiration date of the supervising engineer should be included in either the design guide or the accompanying letter.

ITEM 7. Client References. Provide names, addresses, phone numbers and job identification of current and past clients. The City will contact selected references concerning product performance.

ITEM 8. Provide copies of tests conducted by independent testing companies showing conformance with industry standard and City of Houston's Standards established for the product.

ITEM 9. Provide information relating to patents, licenses and/or franchises held on the product. Include specific descriptions and relevant data such as patent (license) number and date issued.

ITEM 10. Provide any other pertinent information. Although not required, the submitted application may include other data to assist the Committee in evaluating the product for use on City of Houston projects. This information could include brochures, videotapes, product samples and/or photographs. The Committee will not return these materials. (One (1) copy of video tapes and product samples is sufficient for committee review.)

Please make an appointment with the Executive Secretary once the application is complete. The Executive Secretary will check the application for administrative compliance and log the application at that time. After the application has been logged it will be transferred to the appropriate discipline for technical review.

Submit applications to:

Rajiv Arya
Executive Secretary (Interim), Product Review Committee
City of Houston
Public Works and Engineering Department
611 Walker, 19th Floor
Houston, Texas 77002

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Application number _____
Date Received _____
Submittal complete _____

ITEM 1

(do not write above this line for City use only)

General Information

Product Name _____

Company (Vendor) Name _____

Individual Contact(s) _____

Street Address _____

City, State, Zip Code _____

Telephone _____ Fax _____

E-Mail Address _____

Manufacturer Company Name _____

Individual Contact(s) _____

Street Address _____

City, State, Zip Code _____

Telephone _____ Fax _____

E-Mail Address _____

Product Applications(s) _____

Applicable usage for submitted product

Please check only one and submit a separate application package (another 11 copies and application) for each discipline if your product applies to more than one discipline.

☐ Wastewater

☐ Water

☐ Storm Water

☐ Street and Bridge

☐ Traffic

Sample Form

Existing Installation of Products

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